

1529 - POLICE RECORDS TECHNICIAN

NATURE OF WORK

This is responsible clerical and technical work in the Police Department's Records Unit providing assistance to the department, other City departments, and the public. Work involves the performance of a variety of non-hazardous/non-enforcement office duties in a technical environment and solving problems utilizing computerized records systems.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Receives, categorizes, and stores original police accident, arrest and incident reports; cross references reports received versus report numbers issued; maintains log of missing reports; and issues report of same.

Assists Police Department personnel; other city departmental personnel; other federal, state or local municipal departments; and the general public in the retrieval of reports, using the computerized Records Management System (RMS).

Provides assistance in reviewing and reproduction of reports.

Provides criminal history checks for the general public using the RMS.

Attends technical training for fingerprinting certification as required by the Justice Department for immigration purposes.

Provides fingerprinting services to the department, city and general public for immigration, licensing or other requirements.

Sorts, classifies and files fingerprints for federal, state or municipal requirements.

Provides identification and internal security services to the department and City by using the computerized City proximity/ID card system and photographs.

Maintains tables of information for proper codes, code descriptions and code keys.

Assists in training of new data entry personnel.

Performs specialized work in computer application of various records, reports and projects.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office equipment, the use of word processors, micro computers, and data processing equipment.

Considerable skill in data entry using personal computers.

Ability to assist in training others for Police records data entry purposes.

Ability to self-train in technical subject areas through the use of manuals.

Ability to adhere to established standards, completing projects within stringent time schedules. Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with departmental and other City employees, representatives of other agencies, and the public.

Ability to cope with situations firmly, courteously and tactfully.

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Ability to develop analytical capabilities in order to analyze situations quickly and objectively and to determine proper course of action.

Ability to adjust to changes in assignments without an undesirable effect on initiative, motivation or productivity.

Ability to carry out complex verbal and written instructions.

MINIMUM REQUIREMENTS

Must possess one (1) year full-time clerical or public contact work experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Supervision is received from the Police Records Supervisor who reviews work for accuracy and completeness.

SUPERVISION EXERCISED

Usually none.

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